


The Catholic University of Eastern Africa

TITLE	AUTHOR
PROCEDURE FOR THE ESTABLISHMENT OF A CONSTITUENT COLLEGE (CUEA/DVC ACD/ACL/03)	DIRECTOR OF ACADEMIC LINKAGES
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AUTHORIZATION This Standard Operating Procedure is issued under the authority of:	
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NOTE: <ol style="list-style-type: none"> 1. Write amendments on the page provided (Clause 0.2) 2. Controlled copies of this document will be in the DVC Academic and the Director of Academic Linkages offices 	

0. CONTENTS AND RECORD OF CHANGES

Revision	00		Date	24 – Dec 2010
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0.2 RECORD OF CHANGES

No.	Date	Details of Changes		Authorization
	<i>(dd-mm-yy)</i>	<i>Page</i>	<i>Clause/subclause</i>	<i>Title</i>
1	13 th January 2012	1,3,4	Title page,3.0,5.0,6.0,replace the term CAL with DAL(from Coordinator to Director Academic Linkages)	DAL
2	08 th February,2013	3,4	3.0 Incorporation of the term DDAL in the terms and definition section. Replacement of the term DAL with DAL/DDAL throughout the procedure. 6.3. Replace the term “Evaluation Criteria for affiliation” with “Policies and Procedure Manual on Academic Linkages”. Addition of clause 6.6.1.1. Change clause 6.6.1and 6.6.2 to 6.7.1 and 6.7.2 respectively.	DAL


0.3 Distribution / Circulation

This Standard Operating Procedure is available at relevant function for authorized users.

1.0 PURPOSE

This procedure intends to provide clear and effective guidelines for establishing a constituent college.

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2.0 SCOPE

This procedure covers all the activities aimed at establishment of a constituent college of CUEA.

3.0 TERMS AND DEFINITIONS

3.1 Academic linkage: is process of creating mutually beneficial academic relationship between CUEA and other institutions of higher learning.

3.2 CUEA: The Catholic University of Eastern Africa

3.3 HOD: Head of Department

3.4 DVC: Deputy Vice Chancellor

3.5 ACL: Academic Linkages

3.6 VC: Vice Chancellor

3.9 DAL: Director of Academic Linkages

3.10 DDAL: Deputy Director of Academic Linkages

3.10 FAB: Faculty Academic Board

3.11 DF: Dean of Faculty

3.12 IT: Inspection Team (DVC Academic, Registrar, Dean and HoD of relevant Faculty, University Librarian, Financial Administrator, DAL)

4.0 REFERENCES

4.1 Policies and Procedures Manual on Academic Linkages

4.2 ISO 9001:2008 Standard

4.3 CUEA Quality Management Manual

5.0 PRINCIPAL RESPONSIBILITIES

The Director of DAL shall be responsible for the implementation and maintenance of this procedure.


6.0 METHOD

6.1 The DAL/DDAL shall receive from the VC a formal application from the institution seeking to be a constituent college of CUEA.

6.6.1.1 In the event the applicant spends three years before fulfilling the requirements as per CUEA Policies on Affiliation, the affiliation process shall be cancelled.

6.6.1.2 If after three years, the institution is still interested in affiliating to CUEA, it shall apply afresh.

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6.2 The DAL/DDAL shall, within three working days, acknowledge receipt of the application and request the applicant to send their Programme of Studies as per the University's requirements (see Appendix A) and document showing their accreditation status.

6.2.1 If the applicant does not send the required documents, the process ends.

6.3 Upon receipt of the applicant's documents, the DAL/DDAL shall review and evaluate them, make a decision on whether they meet the requirements in line with the *Evaluation Criteria for Constituent Colleges*.

6.3.1 If the DAL/DDAL is satisfied, he/she shall submit the programme of studies within two working days to the relevant Dean/Director of Centres for consideration by the FAB (refer to the faculty procedure of affiliation).

6.3.2 If the applicant does not meet the requirements, the DAL/DDAL shall give a communication detailing reasons for rejection and recommendations for revisions.

6.4 The DAL/DDAL shall receive the faculty's approval of the programme of studies and its recommendations from the Dean/Director of Centres.

6.4.1 If the DAL/DDAL receives disapproval from FAB, he or she shall give a communication detailing reasons for rejection and recommendations.

6.4.2 If the DAL/DDAL receives an approval from the FAB, he or she shall lead the Inspection Team on a visit of the institution.

6.4.3 If the IT is satisfied with the institution facilities, it shall recommend the institution to the Senate.

6.4.4 If the IT is not satisfied, it shall advise the institution on appropriate corrective measures.

6.6 The DAL/DDAL shall present the proposal for establishment of a constituent college to the Senate.

6.7 Upon the Senate's approval, it shall recommend to the UC through the VC.


6.7.1 If the Senate does not approve, it shall advise the DAL/DDAL to inform the applicant on the decision.

6.7.2 If the Senate approves, it shall recommend the application to CHE.

6.8 The DAL/DDAL shall await further communication from Commission for Higher Education through the VC regarding the approval of the programme/college.

6.8.1 If the recommendations from CHE are positive, the DAL/DDAL shall prepare the necessary documents for formalization of the establishment of constituent college.

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6.8.2 If the recommendations from CHE are negative, the decision shall be communicated to the applicant through the VC.

7.0 APPENDICES

7.1 APPENDIX A: University requirements

7.2 APPENDIX B: Process Map

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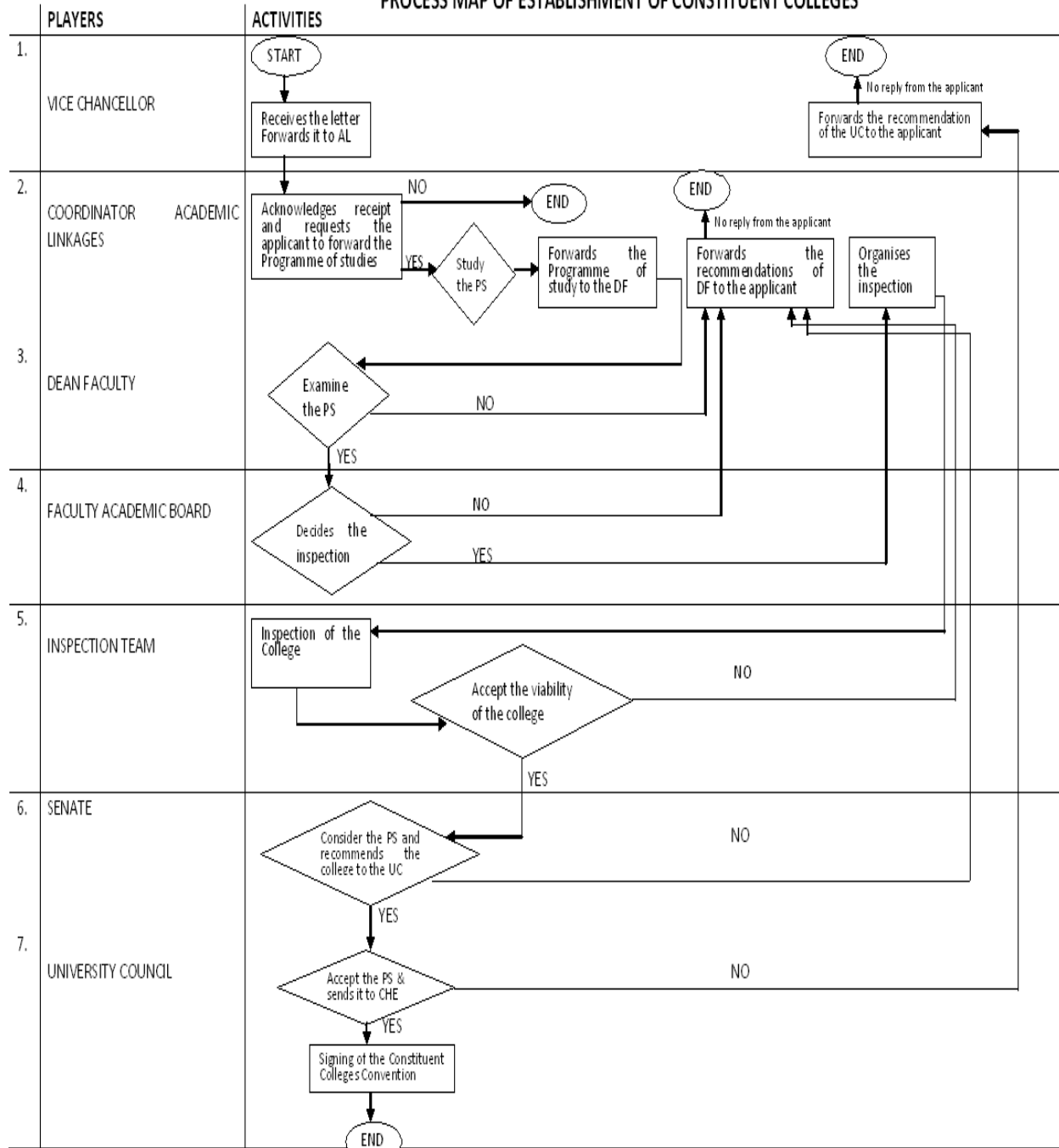
7.1 APPENDIX A: UNIVERSITY'S REQUIREMENTS

1. Programme of Studies, this includes the History, the nature, the governance of the Institute.
2. Statutes of the college.
3. Complete List of Courses (Credits, Purpose, Bibliography of each course).
4. List of Academic Staff with their qualification and publications of each lecturer.
5. Status of your library and ICT.

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Appendix B: Process Map
PROCESS MAP OF ESTABLISHMENT OF CONSTITUENT COLLEGES



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